

INFORMATION

~~MR. COFFEY--~~

REGISTRY--

DD / S REGISTRY
FILE Bldg 63

Chairman Fine Arts Commission
[redacted]

Chief, Logistics Services Division
[redacted]

There is no question that this is a depressed area. There is also no question that the last paragraph carries a larger burden than is immediately apparent. This is where the FAC might have the most impact. I'd like to see a three-party program developed. Not only can we do something for the people in Cable Sec but, as an example for others, if this place can be picked up - any can.

Please advise if we can't get on with this, otherwise let's go.

Robert S. Wattles

A-DD/S 7-D-24 [redacted]

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subj: Cable Secretariat

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16 JUL 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Cable Secretariat

STAT A visit to the Cable Secretariat on Tuesday, 1 June 1971, revealed the following conditions in general. A maintenance problem of very severe proportions exists in this area. It is undoubtedly aggravated by the 24 hour use of this space and the fact that maintenance crews are limited in their access to the space so that an aggravated situation has come about. My review of the space took place with [] who informed me that [] had several requests concerning the space, paramount of which appears to be that there are several areas with very aggravated acoustical problems. [] would like to have carpeting on the floor for acoustical reasons. ST

STAT It seems to me that this is one of the areas in which some additional acoustical treatment can be obtained by using old ceiling tile which otherwise would be thrown away and glueing it to the under surfaces of desks, equipment, etc. It may be that some consideration should be given to carpeting in these areas since the machine particularly is a severe problem of the noise. I am informed by [] that in the event that carpeting could be obtained for this area, he feels that the staff itself could regularly wield a vacuum cleaner and maintain a degree of cleanliness and neatness in the space not now achieved.

It becomes apparent that a great deal of the problem in this area is not lack of color but an extremely difficult maintenance situation. It is true that there are some areas that can be greatly improved by means of a paint program, and that since this space is used 24 hours a day and has less maintenance than a more frequent program of painting should be undertaken. However, this should only be done if some logical steps are taken to improve the maintenance in the area. This might take the form of staff participation in maintenance and clean up rather than relying on outside staff who have limited access.

There is also the general lack of storage units so that there are a tremendous number of cardboard cartons and stock storage cartons which are placed anywhere there is a horizontal surface on which they can be stacked. There is also a serious need for bulletin boards in most of the rooms since messages of one sort or another have been taped to the walls and to the sides of cabinets over a long period of time and many obsolete notices are still taped up and the remains of much tape is to be seen on walls and equipment. All of this should be cleaned and appropriate bulletin

boards as described below added to the space. The following remarks will specifically refer to individual rooms. The main entrance room needs a wall mounted magazine rack for the storage of reading material. It can be a Peter Pepper in an orange color to be selected from the catalogue in the possession of [REDACTED] The vinyl walls should be washed down, the vinyl upholstery in the area should be scrubbed with a detergent and cleanser. There is a need for coat hanging units, similar to the ones recently obtained through [REDACTED] office for other areas of the building, replacing the costumer in the corner which is inadequate and unsightly. There is a need for two floor standing ash urns which are also identical to the ones recently obtained for other areas in the building. There are four distinct signs in the main entrance area where attention needs to be paid to the graphics. In the remainder of the building there is a simple system of white letters on black cards. Three of these signs are in the area of the buzzer at the call window and could be included in one simple sign - two notices and a small arrow toward the button. The fourth notice is at the next opening to the left from the call window and could be mounted at the same height and be of the same size as the first sign. These should be consistent with the black signs in the remainder of the building.

After passing through the main entry which leads to the offices immediately to the right, there is a general area with a Diebold power shelf file. The side panels on this machine are unscrewed and loose. The entire unit should have the screws tightened, the proper plates installed, and should be painted to match the walls - a light grey. At present it is badly banged up and filthy dirty. Immediately to the right of this area is the pneumatic tube system which connects to the upper floors. In this area the plate at the face of the conveyor belt was painted but only partially and equipment has been relocated exposing unpainted areas. This plate should be completely repainted in its present color but to the full extent of the plate. There is currently open storage under the moving belt which is filled with cardboard cartons. This is unsightly and can be improved by installing cabinet doors across the face under the plate along the side of the moving belt so that inclosed storage is provided for these units. The simplest method here would be sliding panels.

In the Analyst area there are wooden boxes which have been built for storage which are stained. Some additional wooden boxes have been ordered for storage and it is probable that they will be stained unless this order is reversed. Both of these plus any other wooden storage units that are ordered should be painted light grey to match the wall. The Logging section immediately adjacent to the Analyst area also has some wooden cases. Some of these wooden cases are in the form of coverings for machines and they extend to the floor. These were painted originally but are in very serious disrepair and should be cleaned and painted. The Logging section also needs a bulletin board. This bulletin board should be two feet by two feet and should be made of wrapped vinyl over fiber board so that temporary notices

can be placed on it. There is a slanted box stained dark brown used for forms which should have the tape cleaned from it and painted to match the remaining grey equipment. Also in the Analyst area wooden storage cases should be built to occupy the space over the archives files. These cases should have doors on the front and be used to store the present forward stock now in cardboard cartons sitting on the shelf between the Logging section and the Analyst section.

The TD area has apparently not been cleaned for a long time and the walls are filthy. One space immediately behind one of the costumers has been washed and the difference between the washed wall and the remainder of the walls shows an incredible contrast. The present costumer should be replaced with the coat hooks which have been used elsewhere recently in the building. The present mirror used by the women on the staff is badly located and should have its frame repainted and be located in relation to the new coat hooks.

The lounge which has just been painted needs considerable attention. There are a number of awards currently on top of the storage cabinet which should be relocated if not retired all together. Many of them are a number of years old and no longer pertain to any current efforts or successes of the department. If they are relocated, they should be grouped close together on the wall either under the cabinet above the counter or in a rectilinear area on one of the other walls. There is a shattered globe on one of the lights which apparently has been broken for many months. It is equal in design to the globes in the lounge of the Signal Center which have also broken and for which apparently replacements are extremely difficult. The present carpeting in the lounge is badly worn and soiled and needs to be replaced. It was recently cleaned but the cleaning has only proven that it is in need of complete retirement and replacement. The furniture in the lounge has recently been reassembled subsequent to the painting of the room. In reassembling the furniture and locating it, a somewhat clumsy location of the furniture has resulted. These are sectional pieces and can be reassembled and replanned. A simple plan will be provided for this area upon receipt of a drawing of the space with dimensions. It presently consists of the following bases: two long three-legged bases, three somewhat two-legged units, one short two-legged unit, eight blue striped seats, one green seat, one blue seat, ten narrow table panels, four square table panels, and one square coffee table several inches higher than the remaining units. There is currently an insect repellant unit hung from the ceiling. If its retention is necessary, it should be relocated under the counter. The glass in the doorway between the two rooms is full of the residue of tape. This glass should be cleaned.

The mail room has doors to several other rooms including the machine room and the TD area. There is a great deal of noise in the mail room from adjacent rooms because these doors are left open. If the doors instead of having latches were to be a double acting door which could be easily pushed from either side and

would then return to a closed position, a tremendous improvement in the acoustical conditions in the room would be achieved.

The machine room is disasterously under-ventilated and the Engineering Division should check into the conditions of fumes and waste materials being released into the air by these machines not only from the point of view of keeping the walls clean but keeping the air which the employees breath pure enough to survive. It is a serious problem and should require immediate attention. In the machine room, inks are used and the rollers must be washed so there will always be a problem of a certain amount of dirt. This, however, should be localized around sink areas and the conditions which now soil the walls can only be controlled if the ventilation problem is solved.

There is a hallway, number 1B-07, which is the main entrance to the entire Cable Secretariat for the majority of the employees. At present it is used as a trash room. I cannot emphasize too strongly that this is an intolerable condition. It was piled shoulder high with unbelievable trash during the visit. Admittedly, this was over a holiday weekend; but I am told by that although it is emptied at least once a day there is perhaps 50 percent of the amount of trash I noticed there at any one time. Even this amount of trash causes an intolerable situation. The majority of this trash accumulates from newspapers and lounge refuse, including garbage, as well as the remainder of the general trash from the space. Since this is true, it would seem to me that no less than ten large building standard trash receptacles in black (minus their maker's labels) should be provided for the Cable Secretariat to accommodate the general trash from that area. These units should be located in the rooms where they will be used and should be emptied once a day. It is possible that the collection time could be coordinated so that cans under the domed exterior could be placed in the outer area for collection at a specific time without a problem in interrupting the trash disposal.

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Several general notes should be made about the entire suite of rooms. The ceilings must either be completely washed or painted. It would probably be easier to paint them but they do require immediate attention; and water paint should be used so as not to destroy or empair the acoustical conditions of the tile. The present painting schedule is perfectly adequate. There is no need to introduce additional color in any of the areas that I saw. It was not long ago that this area was reviewed and color suggestions made. They follow the building standard and are perfectly adequate. However, there is a distinct need for some of the posters and photographs (in this case, preferably in color) from the Fine Arts Commission. There is ample wall space to accommodate this additional lift without which there will almost certainly be a demand for additional color accents outside the general rationale of building schedule. I would suggest that no less than five additional two feet by two feet bulletin boards vinyl wrapped as noted above be provided for this space, to accommodate general notices in each of the rooms which otherwise are taped to the walls or to machinery. While I recognize that a certain amount of the dirt

which accumulates is due to the continuous use of the space and to the fact that maintenance personnel do not have regular access to this suite of rooms, it is also true that there is dirt on clock rims which must be six or seven years old. I would suggest that if there is a program of staff participation in the maintenance of this area that an investment be made in at least two long handled feather dusters which can be used to take the dust from vertical surfaces above normal arm reach.

Another general comment is that practically every file and storage unit in this area has either been neglected for a very long time or badly abused recently since they are almost universally banged up, nicked, and dirty. They should first be washed and if not improved considerably, they should be painted and the paint color should be grey so that they are as unobtrusive as possible.

Another general note is to the effect that when storage requirements are assessed in future and additional wooden cabinets built at the request of the head of the department, they should in all cases be painted light grey to match the standard and not stained in natural wood since there is no other natural wood in this area.

Signal Center has recently on their own initiated a program of acquiring furniture to replace the standard secretarial chairs used by the employees at the machines. These chairs are plastic shell with some upholstery in color. While this is not a part of the building standard at the present time, the price apparently is a favorable one and there was a request made by [] that some consideration be given to the furniture in his area. I reviewed the furniture and much of it has rents or tears in the upholstery and some of it has had quite severe use. I do not suggest that it be replaced at this time; but it is my suggestion in the event it is to be replaced at some future date, consideration be given to standardizing the replacements so that they are consistent with those of the Signal Center.

It is also very important to note in closing that the success of the work which may be initiated under this memo will be at least 85 percent dependent upon the guidance and inspiration given to the staff by [] and other administrative personnel in the Cable Secretariat. The problem of tape, filth, and dirt can only be overcome by the applied efforts of the entire staff of employees caring enough about their space to maintain a level of excellence. It is possible that even at the present time a program initiated under the guidance of the Fine Arts Commission through placing posters and color photographs in this space would do a great deal to alleviate the problem. However, if funds can be found to initiate the majority of the program described above, I would suggest that the program for posters and photographs be delayed until completion of the remainder of the work.